

Retention and Classification Report

Agency: Department of Workforce Services. Kanab Employment Center
(1908)
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Records Officer Amanda McPeck

13999	Eligibility case files
25429	Employment case management files
07235	Home energy assistance target program files

AGENCY: Department of Workforce Services. Kanab Employment Center

SERIES: 13999

3

TITLE: Eligibility case files

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document the complete case history of clients receiving services initially provided in or through a Family Support office (OFS), now provided by The Dept. of Workforce Services. Files include but are not limited to the following types of Eligibility and Determination Forms: Application and Affidavit for Assistance and Food Stamps, Home Energy Assistance Target (HEAT), Reapplication for Assistance and Food Stamps, Application for Financial, Medical, and/or Food Stamps, Application for Social Services, Notice of Decision (income report), and Client Admission/Level of Care Determination. Also copies of birth certificates, social security cards, car registrations and titles, divorce decrees and other court documents, medical reports, and certification of tribal membership are included in the case files. Payment forms, which include Payee/Case Data. Collections, Medical Grant Overpayment, Coupon Books Lost in the Mail, Forged Check Affidavits, and the following miscellaneous documents are included in the case files: random moment sample surveys, case activity logs, court orders, lien agreements, and guardianship orders.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

AUTHORIZED: 05/16/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided no pending litigation.

AGENCY: Department of Workforce Services. Kanab Employment Center

SERIES: 13999

TITLE: Eligibility case files

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Kanab Employment Center

SERIES: 25429

3

TITLE: Employment case management files

DATES: 2004-

ARRANGEMENT: Alphabetical by surname of client

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains client case files created by employment counselors in the employment center. The files document client participation in a variety of state and federal programs aimed at assisting clients in obtaining employment. These programs include income eligible child care, Workforce Investment Act (WIA) training, General Assistance (GA), Working Toward Employment (WTE), Family Employment Program (FEP), and Able Bodied Adults Without Dependents (ABAWD) programs. Files in the series may include such records as program participation agreements, a variety of assessments documents, eligibility determination documents, income verification documents, resumes, school class schedules, school grade reports, progress reports, payment vouchers, and employment verification documents.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

AUTHORIZED: 06/03/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after case file is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Workforce Services. Kanab Employment Center

SERIES: 25429

TITLE: Employment case management files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008).

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304(1) (2008).

Protected. UCA 63G-2-305(10) (2008).

AGENCY: Department of Workforce Services. Kanab Employment Center

SERIES: 7235

3

TITLE: Home energy assistance target program files

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance. Information gathered for verification purposes include age, employer, date of birth, marital status, name, national origin, number of children, race and ethnic grouping, salary and income information, sex, signature of client, social security number, and telephone number.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

AUTHORIZED: 03/19/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Workforce Services. Kanab Employment Center

SERIES: 7235

TITLE: Home energy assistance target program files

(continued)

APPRAISAL:

Administrative Fiscal Legal

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance.

PRIMARY CLASSIFICATION:

Private